



U.S. DEPARTMENT OF THE INTERIOR  
Certification of Position Approval for Retirement  
Under  
5 USC 8336(c) and 8412(d)

[X] Approved under the Civil Service Retirement System, 5 USC 8336(c)

[X] Approved under the Federal Employees Retirement System, 5 USC 8412(d)

Category of Coverage: Secondary/Administrative (FF)

Bureau: Bureau of Land Management - Bureau Wide

Classification Title: Fire Mitigation and Education Specialist

Organization Title: \_\_\_\_\_

Position Number: F103 Series and Grade: GS-0301-7/9

RECOMMENDATION FOR COVERAGE REVIEW:

Secondary administrative coverage is recommended for this position. Special retirement coverage under both CSRS and FERS is requested.

This position has administrative duties in an organization having a firefighting mission. The incumbent provides management, technical expertise, oversight and policy development in wildland fire mitigation, education, community assistance, and legal restitution for fire loss and trespass programs. Further duties include, risk assessment, ignition management, program direction, and loss prevention programs, interagency coordination, and pre-suppression components of a fire management program at the field office level. **The position requires prior firefighting experience and is clearly in an established career path.**

*Scott M. Mayhew*  
Bureau Program Designee

\_\_\_\_\_  
Date

*Marcia L. Scifres*  
DOI Fire & Law Enforcement Team Lead, Marcia L. Scifres

*10/22/2001*  
Date

APPROVAL The position described above is approved for coverage under Firefighter or Law Enforcement (FF/LEO) Retirement. Approval is by DOI Secretary's Designee:

*[Signature]*  
Deputy Assistant Secretary, Human Resources

*11/1/01*  
Date

## POSITION CLASSIFICATION AMENDMENT

|   |  |                |                |             |
|---|--|----------------|----------------|-------------|
| 1. OFFICIAL HEADQUARTERS  | 2. NAME OF INCUMBENT   |                |                |             |
| 3. ORGANIZATIONAL LOCATION <input checked="" type="checkbox"/> AS SHOWN ON CURRENT DESCRIPTION <input type="checkbox"/> AS HEREBY AMENDED   |  |                |                |             |
| IIa. _____  | d. _____   |                |                |             |
| b. _____  | e. _____   |                |                |             |
| c. _____  |  |                |                |             |
| 4. CSC TITLE AND BUREAU POSITION NO. F103<br>Fire Mitigation and Education Specialist   | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">SCHEDULE<br/>GS</td> <td style="width: 33%;">SERIES<br/>0301</td> <td style="width: 33%;">GRADE<br/>07</td> </tr> </table> | SCHEDULE<br>GS | SERIES<br>0301 | GRADE<br>07 |
| SCHEDULE<br>GS  | SERIES<br>0301   | GRADE<br>07    |                |             |
| <input checked="" type="checkbox"/> SAME AS PRESENT: AMENDED FOR <input type="checkbox"/> CSC TITLE <input type="checkbox"/> POS. NO. <input type="checkbox"/> SCHEDULE <input type="checkbox"/> SERIES <input checked="" type="checkbox"/> GRADE |  |                |                |             |

## CERTIFICATIONS

|  |   |
|--|---|
| 5. I CERTIFY THAT THE POSITION IDENTIFIED ABOVE HAS CHANGED AS REFLECTED.<br><br><div style="border-top: 1px solid black; margin-top: 20px; display: flex; justify-content: space-between;"> <span>(Signature of Supervisor)</span> <span>(Date)</span> </div> <div style="border-top: 1px solid black; margin-top: 10px;">             TITLE _____           </div> | 5. I CERTIFY THAT THE CHANGES REFLECTED ARE PROPER AND THE POSITION AS HEREBY AMENDED IS PROPERLY CLASSIFIED.<br><br><div style="border-top: 1px solid black; margin-top: 20px; display: flex; justify-content: space-between;"> <span>Todd W. Ryan</span> <span>4/10/01</span> </div> <div style="border-top: 1px solid black; margin-top: 10px;">             TITLE Position Classification Specialist           </div> |
|--|---|

7. DESCRIBE BRIEFLY, BUT IN FULL, THE REASONS FOR CHANGES CHECKED ABOVE AND THE ADDITIONS, DELETIONS, OR REVISIONS WHICH ARE TO BE MADE IN THE DESCRIPTION PROPER.

The basic functions within which the incumbent works are described in the attached full performance level GS-11 position description, with an intermediary GS-09. However, the incumbent is assigned to this position at a developmental/trainee level. He/she will perform the less difficult assignments with considerable independence in planning, selecting methods, and carrying out the work. The more difficult/complex work is performed under closer guidance, in terms of objectives, problem areas to be encountered, judgment being applied, and interpretation of regulations/guidelines.

The supervisor spot checks work in progress and reviews completed work for adequacy, accuracy, adherence to instructions, interpretation of guidelines, judgment used, and additional developmental needs.

It has been determined that prior wildland firefighting experience is required to carry out the duties and responsibilities of this position.

**SUPERVISORY CERTIFICATION:** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that a false or misleading statement may constitute violations of such statutes or their implementing regulations.

Department of the Interior, FLERT Specialist Maurice Benoit  
 This PD has been approved as follows under 5 USC 8336(c) and 8412(d)  
☒ Firefighter ☐ Law Enforcement  
☐ Primary ☒ Secondary/Administrative ☐ Sec/Supvy  
 Approval Date 02/14/01

Name Signature and Title of Supervisor

Date

## POSITION CLASSIFICATION AMENDMENT

|   |                      |
|---|----------------------|
| 1. OFFICIAL HEADQUARTERS  | 2. NAME OF INCUMBENT |
| 3. ORGANIZATIONAL LOCATION <input checked="" type="checkbox"/> AS SHOWN ON CURRENT DESCRIPTION <input type="checkbox"/> AS HEREBY AMENDED |                      |
| IIa. _____  | d. _____             |
| b. _____  | e. _____             |
| c. _____  |                      |

|   |                |                |             |
|---|----------------|----------------|-------------|
| 4. CSC TITLE AND BUREAU POSITION NO. F103<br>Fire Mitigation and Education Specialist   | SCHEDULE<br>GS | SERIES<br>0301 | GRADE<br>09 |
| <input checked="" type="checkbox"/> SAME AS PRESENT: AMENDED FOR <input type="checkbox"/> CSC TITLE <input type="checkbox"/> POS. NO. <input type="checkbox"/> SCHEDULE <input type="checkbox"/> SERIES <input checked="" type="checkbox"/> GRADE |                |                |             |

## CERTIFICATIONS

|  |   |
|--|---|
| 5. I CERTIFY THAT THE POSITION IDENTIFIED ABOVE HAS CHANGED AS REFLECTED.  | 5. I CERTIFY THAT THE CHANGES REFLECTED ARE PROPER AND THE POSITION AS HEREBY AMENDED IS PROPERLY CLASSIFIED.   |
| <div style="border-top: 1px solid black; height: 40px; width: 100%;"></div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span>(Signature of Supervisor)</span> <span>(Date)</span> </div> <div style="border-top: 1px solid black; margin-top: 5px;">             TITLE _____           </div> | <div style="text-align: center; margin-top: 20px;"> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span>Todd W. Ryan</span> <span>4/10/01</span> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span>(Official Exercising Classification Authority)</span> <span>(Date)</span> </div> <div style="border-top: 1px solid black; margin-top: 5px;">             TITLE Position Classification Speciali           </div> |

7. DESCRIBE BRIEFLY, BUT IN FULL, THE REASONS FOR CHANGES CHECKED ABOVE AND THE ADDITIONS, DELETIONS, OR REVISIONS WHICH ARE TO BE MADE IN THE DESCRIPTION PROPER.

The basic functions within which the incumbent works are described in the attached full performance level GS-11 position description. However, the incumbent is assigned to this position at a developmental level. He/she will perform the day-to-day assignments with considerable independence in planning/carrying out the work. Additional guidance/review will be provided for the more complex assignments (e.g., those without established precedents), in terms of discussions of policies, controversial/sensitive areas, etc., and assistance in resolving conflicts.

Work will be reviewed for interpretation of policies, guidelines, judgment used, effectiveness in completing assignments; and developmental progress towards performing the full range of duties at the level described in the position description.

It has been determined that prior wildland firefighting experience is required to carry out the duties and responsibilities of this position.

**SUPERVISORY CERTIFICATION:** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that a false or misleading statement may constitute violations of such statutes or their implementing regulations.

Department of the Interior, FLERT Specialist *Maurice Bensoter*

This PD has been approved as follows under 5 USC 8336(c) and 8412(d)

☒ Firefighter      \_\_\_\_\_ Law Enforcement  
 \_\_\_\_\_ Primary      ☒ Secondary/Administrative      \_\_\_\_\_ Sec/Supvy

Approval Date 02/14/01 \_\_\_\_\_ Date

Name Signature and Title of Supervisor



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Category of Coverage: Secondary/Administrative (FF)

Bureau: Bureau of Land Management - Bureau Wide

Classification Title: Fire Mitigation and Education Specialist

Organization Title: \_\_\_\_\_

Position Number: F103 Series and Grade: GS-0301-11

RECOMMENDATION FOR COVERAGE REVIEW:

Secondary administrative coverage is recommended for this position. Special retirement coverage under both CSRS and FERS is requested.

This position has administrative duties in an organization having a firefighting mission. The primary duties are administrative and directly connected with the control and extinguishment of fires. The position is located in a Bureau of Land Management field office where the incumbent provides management, technical expertise, oversight and policy development to the wildland fire mitigation, education, community assistance, and legal restitution for fire loss and trespass programs. **The position requires prior firefighting experience and is clearly in an established career path.**

[Signature]  
Bureau Program Designee

2-26-01  
Date

[Signature]  
DOI Fire & Law Enforcement Team Lead, Marcia L. Scifres

3/29/01  
Date

APPROVAL The position described above is approved for coverage under Firefighter or Law Enforcement (FF/LEO) Retirement retroactive to classification date of 02/14/2001 Approval is by DOI Secretary's Designee:

[Signature]  
Deputy Assistant Secretary, Human Resources

4/2/01  
Date

# POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.

F103

2. Reason for Submission

☐ Redescription  
☐ Reestablishment

☐ New  
☒ Other

3. Service

☐ Hdqtrs ☒ Field

4. Employing Office Location

5. Duty Station

6. OPM Certification No.

Explanation (Show any positions replaced)

Standard Position # M003 Fire Mitigation and Education Specialist, GS-301-11, with secondary fire coverage.

7. Fair Labor Standards Act

☒ Exempt ☐ Nonexempt

8. Financial Statements Required

☐ Executive Personnel Financial Disclosure ☐ Employment and Financial Interest

9. Subject to IA Action

☒ Yes ☐ No

10. Position Status

☒ Competitive  
☐ Excepted (Specify in Remarks)  
☐ SES (Gen.) ☐ SES (CR)

11. Position Is

☐ Supervisory  
☐ Managerial  
☒ Neither

12. Sensitivity

☒ 1--Non-Sensitive ☐ 3--Critical  
☐ 2--Noncritical Sensitive ☐ 4--Special Sensitive

13. Competitive Level Code

14. Agency Use

| 15. Classified/Graded by                          | Official Title of Position         | Pay Plan | Occupational Code | Grade | Initials | Date    |
|---|------------------------------------|----------|-------------------|-------|----------|---------|
| a. Office of Personnel Management                 |                                    |          |                   |       |          |         |
| b. Department, Agency or Establishment            |                                    |          |                   |       |          |         |
| c. Second Level Review                            | Fire Mitigation and Education Spec | GS       | 0301              | 11    | twr      | 2/14/01 |
| d. First Level Review                             |                                    |          |                   |       |          |         |
| e. Recommended by Supervisor or Initiating Office |                                    |          |                   |       |          |         |

16. Organizational Title of Position (if different from official title)

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment  
Department of the Interior

c. Third Subdivision

a. First Subdivision  
Bureau of Land Management

d. Fourth Subdivision

b. Second Subdivision  
State Office

e. Fifth Subdivision

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that

this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature \_\_\_\_\_ Date \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

Typed Name and Title of Official Taking Action

Todd W. Ryan

Position Classification Specialist

Signature \_\_\_\_\_ Date \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

2/14/01

22. Position Classification Standards Used in Classifying/Grading Position  
Handbook of Occupational Groups and Series, Series Definitions, Jan 1999, HRCD-7, Administrative Analysis Grade Evaluation Guide, Aug 90, TS-98.

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

| 23. Position Review    | Initials | Date | Initials | Date | Initials | Date | Initials | Date | Initials | Date |
|------------------------|----------|------|----------|------|----------|------|----------|------|----------|------|
| a. Employee (optional) |          |      |          |      |          |      |          |      |          |      |
| b. Supervisor          |          |      |          |      |          |      |          |      |          |      |
| c. Classifier          |          |      |          |      |          |      |          |      |          |      |

24. Remarks

Department of Interior, FY/LE Retirement Team Specialist  
This ID has been approved as follows under 5USC 8336(c) and 8412(d)

☒ Firefighter ☐ Law Enforcement  
☐ Primary ☒ Secondary/Administrative ☐ Secondary/Supvy

25. Description of Major Duties and Responsibilities (See Attached)

NSN 7540-00-634-4265

Previous Edition Usable

5008-106

OF 8 (Rev. 1-85)  
U.S. Office of Personnel Management  
FPM Chapter 295

## **INTRODUCTION**

The position is located in a Bureau of Land Management field office where the incumbent provides management, technical expertise, oversight and policy development to the wildland fire mitigation, education, community assistance, and legal restitution for fire loss and trespass programs.

It has been determined that prior wildland firefighting experience and training is required to carry out the duties and responsibilities of this position.

## **MAJOR DUTIES**

### Wildland Fire Mitigation (30%)

Incumbent has responsibility for wildland fire mitigation, including risk assessment, ignition management, program direction, and loss prevention programs, inter-agency coordination, and pre-suppression components of a fire management program at the field office level.

Represents the Bureau at local level on wildland fire mitigation and related activities. Attends meetings and interagency coordination workshops, providing fire mitigation expertise. Incumbent establishes and maintains an active wildland fire mitigation program involvement with other cooperating activities at local and state levels.

Incumbent is the focal point of coordination at below the state office level for wildland fire mitigation program inclusion in the fire management planning process. Through coordination with the Fire Management Officer (FMO), develops strong emphasis and action elements designed to mitigate the causes of fires. Reviews programs and plans to ensure that fire mitigation principles, practices and policies are incorporated into local land management programs.

Analyzes, models and identifies major causes of wildland fire and ensures that these causes are effectively addressed in the appropriate wildland fire mitigation programs and the fire management plan. Participates with supervisor and other members of the staff in the development and integration of fire mitigation into the overall program of work, including the recommending of policy development of immediate and long-range objectives, integration of various activities of the staff, and budgeting of allotments.

Reduces human and equipment caused ignitions through comprehensive risk assessments and develops plans to mitigate fire causes. These plans include vigorous public awareness activities and programs, informational promotions, accelerated law enforcement programs, and road/area signing efforts. Markets fire mitigation programs to individual representatives, local interest groups, and affiliated participants.

Coordinates all wildland fire restriction and closure plan development and implementation. Works with public affairs personnel, fire information personnel and coordinating agencies in developing, implementing and disseminating fire restriction and closure information.

Fire Education (30%)

Incumbent has responsibility for wildland fire education programs. The incumbent is required to determine, develop and provide program expertise and materials to all supported programs.

Represents the Bureau at the local level on wildland fire education activities. Is responsible for the local transfer/development of wildland fire mitigation and fire education concepts, applications and materials. Attends meetings and interagency coordination workshops, providing fire mitigation expertise. Incumbent establishes and maintains an active wildland fire mitigation program involvement with other cooperating activities at the local level.

Works with Federal, state, and local wildland fire management groups and entities to develop products and programs.

Works with others in developing, presenting or monitoring local and state interagency workshops, national and agency wildland fire mitigation and education training curricula, courses, exhibits and presentations.

Community Assistance (30%)

The complexity of the Bureau's Fire Management Program has increased as communities and homes are developed adjacent to and among public lands and wildland fuels. This poses new and complex fire program challenges in preserving our natural and cultural resources, reducing the threat to civilian life and property from wildland fire and reducing the exposure to wildland and structural firefighters. The duties of this position in these important and life threatening situations include:

- Coordinates the identification and mitigation of wildland urban interface issues and risks to homeowners and communities from wildland fire and hazardous fuels. Develops and implements strategic planning processes that effectively mitigates these risks.
- Works with local homeowners, community stakeholders, various local, state, and federal agencies in an effort to educate and mitigate potential threats to these communities by wildland fire.
- Develops, coordinates, implements and monitors educational meetings, events and programs with local communities to reduce loss resulting from wildland fire.
- During a wildland fire event in these areas, assists with the development and implementation of additional strategic fire mitigation and protection planning which assesses the actual and potential risks and hazards.

Fire Trespass (10%)

Responsible for dealing with increased fire trespass resulting from rapidly expanding urban

populations. Problems include recreation, equipment use, and debris burning. This poses an increased risk and potential loss to the natural and cultural resources our agency is legislated to preserve and protect. To meet these challenges and mitigate potential losses, the incumbent:

- Coordinates and monitors local wildland fire trespass policies, procedures and actions.
- Coordinates wildland fire cause determination and investigation training with Bureau and other Federal agency investigators, law enforcement personnel and local authorities.
- Works with managers to negotiate administrative and legal restitution for fire suppression and resource damage costs resulting from fire trespass cases.

## **FACTORS**

### **1. Knowledge Required by the Position**

(Level 1-7, 1250 points)

Prior on-the-line wildland firefighting experience to comprehend and apply fire management strategies, tactics, and fire prevention and mitigation procedures to fire management objectives and to determine the consequences of proposed actions.

In-depth knowledge of wildland fire management, fuels management, fire behavior, obtained by firefighting experience and specialized training; knowledge of fire prevention assessment and planning, fire regimes, fire effects, ecosystem and species response mechanisms to fire and post fire recovery, to comprehend, utilize and apply these principles to mitigate damage of unwanted fire and to convey these concepts to target audiences.

Knowledge and ability to use research and current programs to develop and structure solutions to critical, unique and controversial wildland fire mitigation and wildland fire educational situations. A comprehensive understanding of multi-agency wildland fire mitigation plans, ignition management, loss prevention, and policies sufficient to conduct loss prevention program analysis. The analysis includes, risk, hazard, value and fire history. The conclusions reached are incorporated into fire management and mitigation management plans.

Knowledge to determine the appropriate materials needed to clearly communicate information to a variety of public audiences (technical and non-technical), political and legal representatives, natural resource specialists and wildland fire and land managers.

Comprehensive knowledge of federal, state, local and other agencies, wildland fire and emergency management policies, practices and philosophies related to the following: budget systems, wildland fire trespass policies, restriction and closure plan regulations, cooperative agreements, fire management and ecosystem planning, the prescribed use of wildland fire, wildland and structural fire mitigation principles, wildland fire and structural fire suppression techniques.

Knowledge of federal, state, and local agency roles and responsibilities in wildland/structural fire mitigation and educational programs.



Knowledge of educational training principles and techniques, meeting management skills, and the ability to effectively organize, coordinate and present workshops and training sessions involving all aspects of wildland fire mitigation and education.

Skill in establishing and maintaining effective relationships with local public interest groups, community planners, private landowners, and governments involved with fire management planning efforts.

2. Supervisory Controls

(Level 2-4, 450 points)

The position is supervised by the Fire Management Officer, who outlines the scope of responsibility, overall program objectives and special problem areas that require attention.

The incumbent independently constructs action plans for work with only general guidance from the supervisor on program direction. The incumbent is considered the technical state expert on the fire mitigation, fire education, community assistance, and fire trespass. The incumbent works relatively free from technical controls, except for those contained in the Annual Work Plan.

The supervisor is kept informed of significant developments. Completed work is reviewed primarily for effectiveness in meeting programs' objectives and for conformance to Bureau policies.

3. Guidelines

(Level 3-3, 275 points)

The assignments are undertaken within the framework of federal, state, and local regulations, policies, and existing guides which require professional interpretation to deal with local resource and fire management problems. Law or policy guides may point toward conflicting requirements or provide few precedents pertinent to specific problems; proven methods of treating a problem may be lacking or incomplete. The guidelines and regulations permit independent and innovative action due to a wide variety of physical, biological and socioeconomic conditions and issues that are found at the field office level.

Exercises ingenuity in researching and adopting techniques and providing solutions for fire mitigation, trespass, community assistance, and fire education problems to field managers which may include the modification of existing plans and criteria.

The state level Fire Mitigation and Education Specialist is available to provide technical assistance and advice on unprecedented program problems.

4. Complexity

(Level 4-4, 225 points)

Assignments involve a broad range of duties in the interagency field of wildland fire management. Primary responsibility is to provide technical guidance, program development, coordination and review among Bureau programs for fire management operations at below the field office level.

Many different factors must be considered in order to arrive at the nature of the job being accomplished. The job deals with emergency situations lacking reliable prediction (human behavior, various fuels and burning conditions, fire history, ignition factors, timeliness, resource suppression requirements, local and other agency regulations). Emergency situations are often complex and extremely demanding.

Even without an emergency, the work is complex, requiring continuous coordination and communication among field offices, as well as with numerous outside agencies, groups and stakeholders. The complexity of the work is reflected in the myriad of problems that must be continuously addressed, the coordination required, the number of people involved, the communication networks employed, the keen attention to detail required and the short time frames involved.

The incumbent must be effective in confronting and resolving conflicts and sensitive issues among individuals, organizations and agencies. The individual deals with complex tasks required in the planning, implementation and evaluation of systems, courses and social issues.

The work involves many areas of uncertainty and the complex interactions of a number of technical, resource, administrative, legal and socioeconomic problems. This requires the development of new techniques and criteria; or the prescriptions of particular practices, in the resolution of a wide range of fire management issues, including wildland fire mitigation, fire education, fire ecology and effects, fire protection, fire suppression, fire trespass, and community assistance in wildland/urban and rural intermix situations.

#### 5. Scope and Effect

(Level 5-3, 150 points)

The purpose of the work is to design, create and guide effective field office wildland fire mitigation and wildland fire educational programs and to efficiently coordinate these programs with other agencies, cooperators, stakeholders, partners and institutions. Primary responsibility is to provide leadership and guidance, to develop local area programs, guidelines, standards and procedures.

Completed reports and recommendations influence decisions by managers concerning the fire mitigation, fire education, community assistance, and fire trespass programs at the field office level. The work involves identifying problems, studying, analyzing and making recommendations concerning these programs, thereby affecting the efficiency and productivity of operations in these programs.

#### 6.& 7. Personal Contacts and Purpose of Contacts

(Level 3C, 180 points)

Personal contacts include co-workers, staff specialists, state office fire personnel, field office Fire Management Officers, Field Managers, counterparts in the United States Forest Service, Fish and Wildlife Service, Bureau of Indian Affairs, National Park Service, state lands and forestry departments, municipalities, members of professional councils and societies with an interest in wildland fire ecology, fire mitigation, law enforcement, news media; business people,

members of scientific academic community; and the general public. May also participate as a technical expert in communities and seminars of local or statewide importance.

Contacts are made for the purpose of performing studies, gathering information, consulting, advising, recommending, planning, guiding and promoting the development and implementation of the fire mitigation, fire education, community assistance, and fire trespass programs, coordinating contracts or agreements with university and private industry; reviewing, evaluating and certifying interagency fire mitigation techniques and efforts and conducting research into new educational methods; making presentations and/or instructing groups in regard to the overall program.

Contacts are to coordinate communications among agency and interagency fire management programs and to keep field specialists current with these programs. Contacts also are required to share wildland fire mitigation and educational techniques and information effectively with a wide variety of internal and external agency audiences. Additionally, contacts are necessary to conduct day-to-day business and to anticipate administrative and managerial problems before they rise.

Contacts require tact, determination, and persuasion especially to convince the public and outside organizations of the benefits of fire mitigation programs.

8. Physical Demands

(Level 8-1, 5 points)

The work is primarily sedentary, although a level of physical fitness is required which will allow for work during periods of extended stress and in the field when unusual fire situations arise.

9. Work Environment

(Level 9-1, 5 points)

The work is normally performed in an office; however, travel to field offices and various meetings and conferences is required.